

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Riverton Office (3556)
12537 S. Crossing Drive
Riverton, UT 84065
800-678-9399

Records Officer Sue Taylor

24083 Murray Fashion Place child and family services family case r
27360 Riverton Southtowne adoption case files
27359 Riverton-Southtowne family case files

AGENCY: Department of Human Services. Division of Child and Family Services.
Riverton Office

SERIES: 24083

3

TITLE: Murray Fashion Place child and family services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families by the Murray Neighborhood team. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtesy supervision (SCS), and youth services (PYS). These programs are funded by DCFS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

RETENTION:

Retain 25 years after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 02/25/2002

AGENCY: Department of Human Services. Division of Child and Family Services.
Riverton Office

SERIES: 24083

TITLE: Murray Fashion Place child and family services family case records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304(2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Riverton Office

SERIES: 27360

3

TITLE: Riverton Southtowne adoption case files

DATES: 2010-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Retain Permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: 01/11/2010

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Human Services. Division of Child and Family Services.
Riverton Office

SERIES: 27360

TITLE: Riverton Southtowne adoption case files

(continued)

APPRAISAL:

Administrative Legal

These records are used to establish legal parental and adoptive parent and child status.

PRIMARY CLASSIFICATION:

Controlled

This disposition is based on the Juvenile Court Act. Utah Administrative Code, R817-3-8 (1989), specifies that adoption records be retained permanently.

AGENCY: Department of Human Services. Division of Child and Family Services.
Riverton Office

SERIES: 27359

3

TITLE: Riverton-Southtowne family case files

DATES: 2010

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families by the Riverton Neighborhood team. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtesy supervision (SCS), and youth services (PYS). These programs are funded by DCFS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

RETENTION:

Retain 25 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 03/29/2012

AGENCY: Department of Human Services. Division of Child and Family Services.
Riverton Office

SERIES: 27359

TITLE: Riverton-Southtowne family case files

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative